

REQUEST FOR QUALIFICATIONS NO. 2015-03-20 FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW FRANKLIN COUNTY CORRECTIONAL FACILITY

The **Board of Commissioners, Franklin County, Ohio (Owner)** and their designee **Franklin County Public Facilities Management (PFM)** requests submissions from qualified firms to provide Construction Management Services for this project as identified in this Request for Qualifications (RFQ). This project includes provision of complete Construction Management Services necessary for the design and construction of the first phase of the new Franklin County Correctional Facility designated as part of the Franklin County Public Safety Center (PSC). The Owner is evaluating the possibility of an alternative site for the Forensic Science Center and a separate RFQ will be issued for Construction Management Services for that project at a later date.

1.0 Request for Qualifications

Firms meeting the requirements described in this RFQ are encouraged to apply for consideration to provide services for this project. This request is intended to include all required services for Construction Management Services.

Please carefully read all of the instructions, specifications, and terms and conditions provided in this RFQ. The remaining sections outline the requirements of the RFQ including instructions and contents, selection criteria, and general conditions.

2.0 Project Overview

The Owner is advancing the planning, design and construction of a Public Safety Center (PSC) to be located on 22.9+/- acres owned by the Owner, generally described as 2551 Fisher Road, Columbus, Ohio, 43204 (see Attachment A). The site may include two facilities—the Franklin County Correctional Facility (PSCCF) and the Franklin County Forensic Science Center (PSCFSC). The development of the site includes separate locations for each facility, site infrastructure, roadways, parking and the potential for a single, central power plant. This RFQ is limited to the Construction Management Services for PSCCF, the potential power plant and the site infrastructure, including roadways and parking.

3.0 Project Budget.

The total project budget, for all projects at the Public Safety Center, including Site Acquisition, Owner's Representation, Planning, Design, and Construction Management services, is initially estimated to be \$200 Million. Individual project budgets have not yet been determined.

The cost of acquiring Construction Management Services will be established on a lump sum fee basis.

4.0 General Statement of Project Scope.

Site Master Plan—The Project Scope assumes a Site Master Plan to be completed in June 2015 to determine the project site plan, including identified locations for each facility, site infrastructure, roadways, parking and the potential for a single power plant.

PSCCF—The new facility must initially provide a minimum of 850 beds and up to 1400 beds and the program space required to support the correctional operations of the Franklin County Sheriff. Development of the Phase I facility will allow for closure of the downtown Columbus facility (FCCCI) as a

primary incarceration facility. The proposed program for the PSCCF will also provide core facilities to facilitate future expansion for a total of 2800 beds and consolidation of all Franklin County jail operations.

Power Plant—If the Project Scope requires a single, central power plant, the scope of that work will be included within the planning, design and construction of the PSCCF.

The Owner reserves the right to reject any and all responses and not execute any agreements for Construction Management Services if it determines an award is not in its best interest.

NOTE: The Owner will contract for Civil Engineering services required for the development of the complete PSC site, including site infrastructure, roadways and parking.

NOTE: The Owner will contract for Design Professional Services required for the development of the complete PSC site, including the construction of the PSCCF and the PSCFSC.

NOTE: The Owner will contract for Commissioning Agent Services required for the development of the complete PSC site, including the construction of the PSCCF and the PSCFSC.

5.0 Statement on Sustainable Design.

Franklin County is committed to pursuing environmentally sustainable and energy efficient design in all new construction projects. Achieving certification from the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program will allow the County to track, measure, and publicly demonstrate the value of green building design. Planning for the life-cycle cost of our facilities, projected utility costs, long-term operational costs, maintenance requirements and worker productivity are critical to the County's financial health. Green building design is both financially sound and helps support Franklin County's quality of life for future generations. All of the requested services must be aligned in support of this project requirement per Franklin County's Sustainability Policy. The goal for this project is to obtain a LEED BD+C, V.2009, Platinum rating for the complete project.

6.0 Project Delivery Method.

The Owner will employ a Design-Bid-Build with a Construction Manager Agency methodology in the delivery of this project. Construction will be bid as a public project, or projects, and all contracts associated with this construction shall be prevailing wage and consistent with the Owner's Quality Contractor, Energy Efficiency, Environmental Sustainability standards, and other policies and practices.

7.0 Project Schedule.

The project duration will be performed over approximately a fifty-four (54) month period beginning April 2015 and ending no later than July 2019. Anticipated Schedule:

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| • Award of contract for Design Professional Services | June 2015 |
| • PSCCF Construction Phase Start | November 2016* |

*The design of the PSCCF, up and through completion of construction documents ready for bidding, is to be completed in the third quarter of 2016, along with any and all pre-construction testing, surveys, etc. that can be accomplished.

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| • PSCCF Construction Phase Finish (available for occupancy) | January 2019 |
| • PSCCF Professional Services Complete | July 2019 |

Schedules and durations outlined in this request are approximate and subject to change. The successful firm is expected to be capable of meeting the milestone schedule dates required by the Owner.

8.0 Agreement

The Owner intends to negotiate an agreement with the selected firm to provide the aforementioned services. The Owner's Standard Form of Agreement for Construction Management Services will be used to acquire these services. When selected the firm must provide evidence of insurance coverage as required under the Owner's Standard Form of Agreement for Construction Management Services.

9.0 General Conditions of the RFQ

Confidentiality—All materials contained in this RFQ, or later distributed or referred to, including, and without limitation, the descriptions of Franklin County and its organization, systems and procedures and features of the Public Safety Center design are the property of the Owner. Firms responding to the RFQ agree that they will keep all such materials and information in strict confidence within its company on a need-to-know basis, and will not provide duplicates of such materials or information or disclose such materials to any person outside its organization without the prior written consent of the Owner.

News Releases/Public Disclosure—News releases or public disclosure in any manner pertaining to this RFQ or the selection of the Firm(s) related to this RFQ shall not be made by any participating firm(s) or they will risk disqualification.

Cost of Preparing Qualifications—All costs incurred by any participating firm(s) in connection with responding to the RFQ are the responsibility of the submitting firm(s).

Other—The written responses to this RFQ will be an important consideration in the selection process. The Owner, at its sole discretion, reserves the right to cancel or significantly modify the terms and provisions of the RFQ if it is in its best interest to do so. If the RFQ is significantly modified or amended by the Owner prior to the submission of the Qualifications, a change in the requested submission date for the Qualifications may be made accordingly.

Firms should assume that all terms and conditions specified in this RFQ and any amendments hereto, and in the any response to this request, could be incorporated or referenced in the agreement executed between the Owner and the selected firm(s). The selected firm(s) will be expected to execute the Owner's Standard Form of Agreement for Construction Management Services.

Any acceptance is contingent upon execution of a written agreement suitable to both parties, and the Owner shall not be contractually bound to any firm(s) prior to the execution of such written agreement.

10.0 Submittal Instructions.

This RFQ is intended to present the opportunity for firms to demonstrate their ability to perform the tasks required and to present the innovative techniques, processes, methods and approach that your firm will bring to meet the project goals and objectives. The Statement of Qualifications (SOQ) should be brief; it shall provide sufficient information to allow the Owner to evaluate the submitting firm's approach, experience, staff and ability to perform the required work. Facsimile (FAX) submittals are not acceptable and will be rejected.

Information requested herein shall be furnished completely in compliance with these instructions. The information requested and the manner of submission is essential to permit prompt evaluation of all qualifications on a fair and uniform basis. Accordingly, the Owner reserves the right to declare as non-responsive and to reject any Qualifications in which material information requested is not furnished, or

where indirect or incomplete answers or information are provided. The Owner shall not be held responsible for any oral instructions. The Owner reserves the right to reject any or all SOQ, to waive any informality or irregularity in any SOQ received, and to be the sole judge of the merits of the respective SOQ received. Whenever repetitious requests for information occur anywhere in the RFQ, submitting firms need not repeat the information. Reference shall be made to the exact location in the SOQ where the information is already recorded.

11.0 Questions.

All additional information in the form of amendments and clarifications will be posted on the Franklin County Purchasing Department's website—www.franklincountyohio.gov/commissioners/prch.

Interested parties shall have the sole responsibility to monitor the Purchasing Department website to obtain any amendments and clarifications during the entire bidding process, including site visit dates/times, Q&A dates/times, and proposal opening dates/times.

All Questions should be directed to Richard E. Myers, PFM, Assistant Director, Property Management, available at remyers@franklincountyohio.gov.

Firms requiring written responses to questions in order to perfect their response, must submit those questions in writing. Questions and responses will be recorded in writing as a public document and made available to all firms. All Questions must be received in writing on or before June 15, 2015 at 12:00 Noon.

The Owner will respond to all Questions on or before June 18, 2015.

12.0 Selection Process.

The Construction Manager will be selected through a qualifications based selection process. Firms interested in providing the requested services must submit a SOQ that addresses the selection criteria. An Evaluation Review team will review and evaluate all SOQ based upon the criteria stated in Section 13.0.

Firms identified as being the most qualified will be shortlisted for an oral presentation and discussion between each firm and representatives of the Owner (limited to 2.5 hours). The shortlisted firm should limit attendees to the key staff who would be providing the requested services.

After completion of the evaluation of the SOQ and the oral presentations made by shortlisted firms, the firms interviewed will be re-evaluated using the same criteria in the RFQ and ranked in order. The overall highest ranked firm will be recommended for Final Selection and negotiations will commence. If the

Owner is unsuccessful in reaching an agreement with the highest ranked firm, the Owner may then choose to negotiate with the next highest ranked firm until an agreement is reached, or the Owner may decide to terminate the selection process.

13.0 Evaluation Criteria Submittal Requirements.

Firms interested in providing the requested services must submit a SOQ that addresses the following issues. Please include the following information in the SOQ submission:

All SOQ shall be bound in three-ring binders complete with spine and cover inserts that clearly identify the contents of the binder (i.e. project and firm). Submissions shall be printed legibly on 8.5" x 11.0" paper, double sided paper is preferred. All submissions must be received in chronological order based on the categories below (A-E).

A. Letter of Introduction:

Clearly indicate a single point of contact—name, title, mailing address, email address, and business, cellular, and facsimile telephone numbers. Provide a brief summary which highlights your firm's particular Qualifications. Indicate the specific nature and relationship of any formal association or joint venture of the Proposer/Respondent. The Letter of Introduction must be signed by an officer of the firm with the authority to commit the firm to provide the services described in the SOQ.

B. Firm's Capabilities

1. Clearly identify the team structure, lines of authority, coordination, and competencies for each member of the team. Identify essential management functions and how these functions are effectively integrated during each phase of the project. Identify the role of any Sub-consultants. Provide an organization chart for the specific team to be assigned to this project indicating principals, project managers, site and support staff, consultants, etc. Give a brief description of the roles of the proposed personnel assigned to the team.
2. Describe your current workload and availability of designated staff and consultants. Substantiate the statement with time management staffing plans on existing projects, pending projects, and this project.
3. Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner.
4. Explain the firm's technical capabilities in the following areas:
 - a. Software proposed to be used to produce the deliverables for the project and the ability to provide Franklin County with electronic files, consistent with the computer medium approved by the County—Revit 2015 format for coordination of 3D/BIM modeling using Navisworks by the contractors.
 - b. Quality control/assurance procedures.
 - c. Statement of why your firm should be chosen for the project.

C. Experience on Similar Projects

Provide five (5) references for commensurate projects that are in progress or were completed within the past ten years. References may be from commercial and federal/state government contracts; however, similar support services performed for county government customers will generally be considered more relevant than those done for other customers. The following information is required for each reference:

- a. Customer name and address.
- b. Point of contact (name, title, email address, telephone number, and facsimile number) for
- c. contractual/administrative matters (e.g., the Contracting Officer) and technical performance (e.g., the Contracting Officer/Technical Representative).
- d. Contract/task order number.
- e. Total dollar value of the contract. If performed as part of a team, provide the dollar value of your firm's contribution.
- f. Period of contract performance.
- g. Description of work performed.
- h. Identification of the major teaming partners, subcontractors, or prime contractor and the role played by each.

Provide three (3) references for the subconsultants/team members.

Additionally, provide details regarding past performance on LEED certified projects, if the LEED project was not included in the above required three (3) references.

D. Staff Qualifications/Resumes

1. For each team member identified, list at least two comparable projects in which they have played a primary role. For projects listed as comparable experience for identified team members, please provide the following information:
 - a. Description of project.
 - b. List projects where team members have collaborated on successfully completed projects. Describe the contractual relationship of the partners and each team member's role on the project.
 - c. Project's original duration and final duration with any explanation for any variance.
 - d. Construction dates.
 - e. Project Owner point of contact for each project—2 individuals (name, title, email address, telephone number and facsimile number)
2. List the names, experiences and qualifications of any consultants which you are proposing for this project. Describe how the services and experiences of proposed consultants will benefit this project.
3. Include any relevant industry recognized certifications that your firm and assigned personnel have achieved.
4. NOTE: Proposed staffing is material to the county's decision on firm selection and will be contractually stipulated for the selected firm.

E. Project Management Controls and Team Approach Capability

1. Define how estimates of cost would be established; how value engineering and how other cost controls will be utilized; and how Change Orders and other potential add-costs will be controlled.
2. Quality Control Methodology: Discuss specific approaches you would use to ensure desired outcomes are met.
3. Schedule Control: Show demonstrated ability to complete similar projects within established schedules. Summarize your firm's Schedule Control process, as it would apply to this project.
4. Draft Project Schedule: Include in your SOQ a sample schedule for these services and this project. You may choose your own format. Assume a start of services date of August 2015. We are specifically looking at your scheduling methodology. This should be presented on one single-sided page, no larger than 11" x 17".
5. Team Approach: The current Project Team consists of the Owner, Owner Representative and Franklin County end-users. It is anticipated that a Construction Manager will be under contract during the schematic design phase of the project. This team works together in a cooperative and mutually supportive manner. Indicate how your team would approach supporting this project to meet the project's primary objectives.

F. Small and Emerging Business Information

The Owner is seeking for statistical purposes information of the size and demographic type of firms replying to its bids (see attachment B). This is only for informational purposes and is not part of the evaluation process and will not be given any consideration with regard to an award.

G. RFQ—Manner of Submission

Complete submittals provided in response to the RFQ must be received no later than 2:00 PM EST on June 24, 2015 in the Franklin County Purchasing Department, 373 South High Street, 25th Floor, Columbus, Ohio, 43215-6315, Attn: Ms. Sharon Tubbs, Senior Purchasing Coordinator, Construction. All sealed qualifications received after this date and time, for any reason, will be rejected. The time clock in the Purchasing Department will serve as the official record of the time and date that sealed responses are received and will be the sole factor in determining if submittals are received in time to be considered. The opening of the sealed qualifications will take place at the aforementioned location.

The qualification opening will be public. Respondents are advised to allow adequate time to locate appropriate parking in the downtown Columbus area, access the building using the required security checkpoints and make use of the building's elevators in order to submit qualifications by the required date and time.

A complete submittal in response to the RFQ shall include one (1) original, twelve (12) copies, and one (1) CD ROM.

14.0 Scope of Construction Management Services.

14.1 General

14.1.1 The Construction Manager shall provide the Basic Services set forth in Paragraphs 14.2 through 14.6, both inclusive.

14.1.2 Meetings. The Construction Manager shall schedule, conduct and participate in prebid, preconstruction, progress, quality control and special meetings with the Design Professional, the County, appropriate Consultants, the Commissioning Agent, the Contractors and any other Persons involved in the Project to discuss such matters as procedures, progress, problems and scheduling. The Construction Manager shall prepare and distribute minutes of all such meetings to the Design Professional, the County, the Contractors and any other Persons involved. The Construction Manager shall initiate and coordinate partnering meetings with the Design Professional, the County, appropriate Consultants, the Commissioning Agent, the Contractors and other Persons involved in the Project.

14.1.3 Project Commissioning. The Construction Manager shall work with the Design Professional, the Commissioning Agent, and Contractors to coordinate Project Enhanced Commissioning, which shall include without limitation activities such as the check-out of utilities and of operational systems and equipment for readiness, initial start-up and testing of equipment and systems, building envelope commissioning, and coordinating the training of personnel in operation and maintenance. The Construction Manager will be primarily responsible for coordinating and scheduling these activities.

14.1.4 LEED Certification Services Program Manager. The Design Professional with the complete cooperation of the Construction Manager and the Commissioning Agent shall act as the LEED Services Program Manager. LEED Program Management Services are to include the following activities: LEED Team Building (Eco-Charrette); LEED Credit Research

Report; Define LEED Goals and Objectives and maintain accountability; Energy Modeling Services; LEED Compliant Specifications; Track Credit Interpretation Requests (CIRs); Project LEED Registration and Application including all fees; Bidding Period LEED Services; and LEED Certification Documentation and Submittal Services.

14.2 Schematic Design Phase (Preliminary Drawings)

14.2.1 Review and Consultation. The Construction Manager shall review and comment upon the Design Professional's further evaluation or refinement of the Approved Program of Requirements and the

schedule and budget requirements and participate in consultations with governmental authorities having jurisdiction to approve design or construction of the Project.

14.2.2 Recommendations and Costs. The Construction Manager shall provide recommendations on value engineering, constructability, logistics, site use and improvements, availability and suitability of materials, equipment and labor and systems, long-lead items, safety and security plans, quality control, energy efficiency, life cycle analysis, time requirements for construction and factors related to the cost of the Project including costs of alternative designs or materials, preliminary budgets and possible economies. The Construction Manager shall review recommendations from the Design Professional and Commissioning Agent on the LEED aspects of the Project including sustainability, energy savings, environmental impact, other related items and any added costs associated with the initial construction or the cost savings associated with the operation of the facility given these items. The Construction Manager shall incorporate LEED design and construction standards as defined by the LEED Green Building Rating System.

14.2.3 Preliminary Life Cycle Analysis. The Construction Manager shall review any alternative design concepts for a Preliminary Life Cycle Analysis prepared or to be prepared by the Design Professional and provide recommendations thereon about the matters listed in Subparagraph 14.2.2.

14.2.4 Schematic Design Documents. The Construction Manager shall receive copies of all Schematic Design Documents from the Design Professional, review them and transmit to the County, and the Design Professional any recommendations about the matters listed in Subparagraph 14.2.2.

14.2.5 Preliminary Cost and Schedule Estimates. Upon completion of the Schematic Design Phase for each phase of the Project or appropriate portion thereof, the Construction Manager shall, with the assistance of the Design Professional, prepare and submit a Statement of Probable Construction Cost based on current area volume and other unit costs and a Preliminary Project Schedule, which shall incorporate the Design Schedule, for acceptance by the County. The Construction Manager and the Design Professional shall review any difference between the Construction Budget and the Statement of Probable Construction Cost, identify reasons for any difference and recommend means to eliminate the difference, if necessary. The Construction Manager, the Design Professionals and the County shall agree upon the means to eliminate any difference between the Construction Budget and the Statement of Probable Construction Cost, and the Construction Manager shall prepare a report describing the agreed upon means.

14.2.6 Submittal to County. The Construction Manager shall receive a completed Design Review Acceptance form from the Design Professional, attach a copy of the Preliminary Project Schedule, the Statement of Probable Construction Cost and any report prepared pursuant to Subparagraph 14.2.5 to the form, obtain the County's approval of the form and attachments and signature on the form and deliver the form and attachments to the County.

14.3 Design Development Phase (Basic Drawings)

14.3.1 Life Cycle Analysis. The Construction Manager shall review any Life Cycle Cost Analysis and provide recommendations thereon about the matters listed in Subparagraph 14.2.2.

14.3.2 Design Development Documents. The Construction Manager shall receive copies of all Design Development Documents from the Design Professional, review them and transmit to the County, the Owner Representative, and the Design Professional any recommendations about the matters listed in Subparagraph 14.2.2.

14.3.3 Cost Estimate and Project Schedule. Upon completion of the Design Development Phase for each phase of the Project or appropriate portion thereof, the Construction Manager, with the assistance of the Design Professional, shall prepare and submit a Detailed Estimate of Construction Cost and a Project Schedule indicating milestone completion dates for approval by the County. In establishing the Detailed

Estimate of Construction Cost, the Construction Manager shall include reasonable contingencies for design, bidding and price escalation and determine in conjunction with the Design Professionals, the Owner Representative, and the County the materials, equipment, component systems and types of construction to be included in the Contract Documents. The Construction Manager and the Design Professional shall review any difference between the Construction Budget or the Statement of Probable Construction Cost and the Detailed Estimate of Construction Cost, identify reasons for any difference and recommend means to eliminate the difference, if necessary. The Construction Manager, the Design Professional and the County shall agree upon the means to eliminate any difference between the Construction Budget and the Detailed Estimate of Construction Cost, and the Construction Manager shall prepare a report describing the agreed upon means. The Construction Manager and the Design Professional shall review any differences between the Preliminary Project Schedule and the Project Schedule, identify reasons for the differences and recommend whether the differences should be eliminated and, if necessary, means to eliminate the differences. If the Construction Manager, the Design Professional and the County agree to eliminate any such differences, the Construction Manager shall prepare a report describing the agreed upon means. The Construction Manager, the Design Professional and the County shall make any necessary amendments to the Approved Program of Requirements.

14.3.4 Submittal to the County. The Construction Manager shall receive a completed Design Review Acceptance form from the Design Professional, attach a copy of the Project Schedule, the Detailed Estimate of Construction Cost and any report prepared pursuant to Subparagraph 14.3.3 to the form and deliver the form and attachments to the County for approval.

14.4 Construction Documents Phase (Construction Drawings and Specifications)

14.4.1 Drawings and Specifications. The Construction Manager shall prepare the Scope of Work (Construction Specification Institute Division 1) for inclusion by the Design Professional in the Drawings and Specifications with the approval of the County to facilitate the bidding and awarding of Contracts, taking into consideration factors including, but not limited to, time of performance, availability of labor, overlapping trade jurisdictions, provision of training for start-up and maintenance, provision of operation and maintenance manuals and provisions for temporary facilities, and to eliminate areas of conflict and overlapping in the Work to be performed by the various Contractors. The Construction Manager shall receive all Drawings and Specifications from the Design Professional, review them and transmit them to the County for approval with recommendations thereon about the matters listed in Subparagraph 14.2.2 and possible Alternates. The Construction Manager shall include any Scope of Work prepared by the Commissioning Agent.

14.4.2 Revisions to Cost Estimate and Project Schedule. The Construction Manager shall inform the Design Professional, the Owner's Representative, and the County of the need for any changes in Project requirements or in construction materials, systems or equipment as the Drawings and Specifications are developed and of the need for any adjustments in the Detailed Estimate of Construction Cost and the Project Schedule. Upon approval of the County of any such changes or adjustments, the Construction Manager, with the assistance of the Design Professional, shall prepare a revised Detailed Estimate of Construction Cost or a revised Project Schedule, as applicable, incorporating such changes or adjustments. The Construction Manager shall receive a completed Design Review Acceptance form from the Design Professional, attach a copy of the revised Detailed Estimate of Construction Cost or the revised Project Schedule, as applicable, and deliver the form and attachments to the County for approval.

14.4.3 Bidding Documents. The Construction Manager shall assist the County, the Owner's Representative and the Design Professionals in the preparation of documents necessary for bidding of Contracts, including without limitation bidding information and instructions, estimates of cost, Notices to Bidders, and Bid Forms by reviewing those documents and making recommendations about the division of Work and matters to be included in the Special Conditions. The Construction Manager shall divide the work into an appropriate number of bid packages.

14.4.4 Government Approvals. The Construction Manager shall cooperate with the Design Professional in submitting to the appropriate review authority such sets of the Drawings and Specifications as may be required for approval, together with any necessary completed applications and all required fees. The Construction Manager shall assist the Design Professional to secure any necessary National Pollution Discharge Elimination System Storm Water General Permit by submitting a notice of intent application form to the Ohio Environmental Protection Agency at least forty-five (45) days prior to the commencement of the Construction Phase, to prepare and certify a storm water pollution prevention plan to provide sediment and erosion controls at the Project and to prepare and process the required notice of termination prior to Contract Completion. In addition, the Construction Manager shall cooperate with the Design Professional with filing of documents required for the approval of governmental authorities having jurisdiction over the Project.

14.4.5 Additional Filings. Upon approval of the Construction Document Drawings and Specifications, the Construction Manager shall receive from the Design Professional one (1) set of corrected copies of the Drawings and Specifications bearing approval stamps.

14.4.6 Special Items. The Construction Manager shall schedule any necessary meetings with the Design Professional, and the County and provide recommendations and information to the Design Professional, and the County for discussion at such meetings regarding the assignment of responsibilities for refuse removal and for safety precautions and programs; temporary Project facilities and utilities, weather protection, fire protection and scaffolding; and equipment, materials and services for common use of Contractors, if any. The Construction Manager shall also review the Contract Documents to verify that the requirements for and assignment of responsibilities are included in the Contract Documents.

14.4.7 Labor Recommendations. The Construction Manager shall provide to the Design Professional and the County an analysis of the types and quantities of labor required for the Project, review the availability of appropriate categories of labor required for all Contracts and shall make recommendations for actions designed to minimize adverse effects of labor shortages.

14.4.8 Additional. The Construction Manager in cooperation with the Design Professional and the Commissioning Agent with the filing of any Documents, Drawings and Specifications necessary for LEED Certification.

14.5 Bidding or Negotiation Phase (Bidding Assistance and Recommendation)

14.5.1 Obtaining Bids. The Construction Manager shall assist with the development of and make recommendations for bidding criteria, bidding schedules and bidding information and shall develop Bidders' interest in the Project.

14.5.2 Prebid Conferences. The Construction Manager, with the assistance of the Design Professional, shall conduct prebid conferences with prospective Bidders to familiarize Bidders with the Contract Documents, any special requirements of the Contract Documents and equal employment opportunity and prevailing wage requirements. The Construction Manager shall obtain responses from the Design Professional to all questions at prebid conferences and review Addenda to incorporate those responses. The Construction Manager shall prepare a record of the questions and answers discussed at the prebid conferences which shall be used by the Design Professional to prepare Addenda.

14.5.3 Bid Packages. The Construction Manager shall assemble the Contract Documents into appropriate packages and shall distribute the packages to prospective Bidders, the Design Professional, the County and other appropriate persons, including without limitation any applicable local or regional plan room organizations. The Construction Manager shall review any Addenda and provide a copy to each person of record holding Drawings and Specifications.

14.5.4 Bid Review. The Construction Manager, with the assistance of the Design Professional, shall review all bids received for responsiveness, participate in investigating the responsibility of Bidders and

deliver a written recommendation of the Construction Manager and the Design Professionals to the County about the award of, or rejection of, any bid or bids for each Contract for the Project in accordance with applicable law. The Construction Manager shall deliver a copy of such recommendation to the County. In making the recommendation, the Construction Manager and the Design Professional shall evaluate all applicable Alternates referenced in the Contract Documents.

14.5.5 Bid Substitutions. Substitutions contained in the bid of any Bidder shall not be considered by the Construction Manager in recommending the award of any Contract.

14.5.6 Pre-award Conferences. The Construction Manager, with the assistance of the Design Professional, shall conduct pre-award conferences with apparently successful Bidders and shall gather documentation for contract execution from such Bidders. Upon the failure of a Bidder to provide such documentation in a timely manner, the Construction Manager shall assist the County in considering whether an extension of time for submitting such documentation is appropriate.

14.5.7 Subcontractor and Material Supplier Review. The Construction Manager, based upon review of the Contract Documents, any past experience and reasonable inquiry, shall participate in investigating any Subcontractor or Material Supplier proposed by any Contractor and recommend approval or disapproval in accordance with the Contract Documents.

14.5.8 Over Budget Options. If the Construction Budget is exceeded by the total of the lowest and best bids and any legally negotiated prices for the Project, the County shall, at their option (1) approve in writing an increase in the Construction Budget; (2) authorize rebidding or renegotiation for some or all parts of the Project within a reasonable time without an increase in the Construction Budget; (3) abandon the Project, in whole or in part; or (4) cooperate in the revision of the Scope of the Project to reduce the actual cost of construction to the Construction Budget. If the County adopts option (1) and such increase in the Construction Budget is more than ten percent (10%), the Construction Manager may request, in writing, an adjustment to the Basic Fee. If the County adopts options (2), (3) or (4), the Construction Manager, with the assistance of the Design Professional, shall modify the Approved Program of Requirements, the Project Schedule and the Contract Documents and cooperate in any necessary bidding or negotiation without additional charge.

14.5.9 Further Revisions to Cost Estimate and Project Schedule. If necessary, the Construction Manager shall inform the Design Professional and the County of the need for any adjustments in the Detailed Estimate of Construction Cost and the Project Schedule. Upon approval of the County of any such adjustments, the Construction Manager, with the assistance of the Design Professional, shall prepare a revised Detailed Estimate of Construction Cost or a revised Project Schedule, as applicable, incorporating such adjustments and deliver the signed, revised Detailed Estimate of Construction Cost or Project Schedule to the County for approval.

14.5.10 Contract Execution/Notices. The Construction Manager, with the assistance of the Design Professional shall assist the County in the preparation and issuance of notices of Award and Notices to Proceed, preparation and execution of the Construction Contracts, preparation and issuance of Notices to Surety and the Notice of Commencement.

14.6 Construction Phase (Administration of Construction)

14.6.1 Duration; Extent, Access. The Construction Phase will commence with the award of a Contract for the Project to a Contractor and will terminate upon Final Acceptance of the Project by the County. The Construction Manager shall at all times have access to the Project whenever any Work is in preparation or in progress.

14.6.2 Duties Generally. The Construction Manager shall provide administration of the Project, scheduling of Work and coordination of the Contractors and any other persons on the site of the Project. The Construction Manager shall assist the prevailing wage coordinator for the Project. Unless otherwise

waived in writing by the County, the Construction Manager shall maintain a competent, full-time staff at the Project at all times that Work is in preparation or progress on the Project and shall establish and implement on-site organization and authority so that the Work on the Project may be accomplished timely and efficiently.

14.6.3 Interpretations. The Construction Manager shall refer all questions for interpretation of the Contract Documents to the Design Professionals and shall notify the Design Professionals if the presence of the Design Professionals on the Project site is necessary. The Construction Manager's duties shall not, and shall not be deemed to, require the Construction Manager to undertake any of the Contractor's Responsibilities as set forth in Subparagraph 14.6.18.

14.6.4 Investigation of Conditions. The Construction Manager, with the assistance of the Design Professional, shall, as portions of the Project become accessible and as reasonably necessary, investigate existing conditions and assist in determining the accuracy of information provided by the County about existing conditions.

14.6.5 Inspections. The Construction Manager shall inspect the Work of each Contractor for Defective Work. If, through inspection or otherwise, the Construction Manager shall become aware of any Defective Work on the Project, the Construction Manager shall report all Defective Work to the County and the Design Professional, together with recommendations for the correction thereof, and shall notify any applicable Contractor to correct such Defective Work.

14.6.6 Progress and Records. The Construction Manager shall record the progress of the Project and provide written reports to the County on a monthly basis unless otherwise agreed in writing. Such reports shall include, without limitation, information about variations between actual and budgeted or estimated costs and information on each Contractor's Work, as well as completion status on the entire Project, showing percentages of completion. The Construction Manager shall require each Contractor to submit a safety program. The Construction Manager shall review those safety programs for the purpose of coordinating them with each other. The Construction Manager's responsibilities to coordinate the safety programs shall not require the Construction Manager to control the acts of Contractors, Subcontractors or any other persons not employees of the Construction Manager. The Construction Manager shall keep a log containing a daily record of weather, number of workers on site for each Contractor, identification of equipment, work accomplished, problems encountered and other similar relevant data. The Construction Manager shall provide for the maintenance at the Project site, on a current basis, of records of all Contracts, Drawings, Specifications, Shop Drawings, Product Data, Samples, purchase orders, materials, equipment, maintenance and operating manuals and instructions, and other construction-related documents, including all revisions. The Construction Manager shall maintain records of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations to the extent certified by a qualified surveyor or the professional engineer and any test results, make all such records available to the Design Professional, the Contractors, and the County at all times and at the completion of the Project deliver all such records to the County.

14.6.7 Construction Schedule. The Construction Manager shall, with the cooperation of the Contractors, prepare the Construction Schedule in accordance with the General Conditions. The Construction Manager shall provide copies of the Construction Schedule and schedule of submittals to the Design Professional and the County and incorporate the Construction Schedule and schedule of submittals into the Project Schedule so that the Project Schedule includes a Critical Path for the Project and provides for each scope of Work, including without limitation, phasing of construction, times for commencement and completion required of each Contractor, ordering and delivery of materials requiring long lead-time. The Construction Manager shall require each Contractor to provide records for any materials that require long lead-time and to certify to the Construction Manager that such materials have been ordered for timely delivery to the Project. The Construction Manager shall, if requested by the County, provide a priority of occupancy in accordance with the General Conditions. The Construction Manager shall review the sufficiency of the Contractors' workforce and the number and types of equipment assigned and provided by each Contractor to the Project and shall make recommendations to

the County about the adequacy of such workforce and equipment. The Construction Manager shall periodically inform the Design Professional and the County of the need to update the Project Schedule as required to show current conditions, including without limitation, to conform to the Construction Schedule, as updated from time to time. If such conditions indicate that milestone completion dates shown on the Project Schedule may not be met, the Construction Manager shall recommend corrective action to the Design Professional and the County and carry out the directions of the County so that the milestone completion dates may be met, unless the County agrees in writing to revise the milestone completion dates. Whenever the Project Schedule is revised or updated as provided in this Subparagraph, the Construction Manager, with the assistance of the Design Professional, shall prepare a revised Project Schedule and deliver the revised Project Schedule to the County for acceptance.

14.6.8 Tests; Inspections. The Construction Manager shall advise and consult with the County during the Construction Phase as to the need for any special testing, inspections or approval of Work on the Project. The Construction Manager shall notify the County Representative of the times scheduled for any special testing, inspections or approvals.

14.6.9 Submittal Review. The Construction Manager shall receive, review for completeness and responsiveness the Contractors' submittals such as Shop Drawings, Product Data and Samples and shall deliver them to the Design Professional for review as provided in the Contract Documents.

14.6.10 Bulletins; Modifications. The Construction Manager shall recommend necessary or desirable changes in the Project to the County and the Design Professional, review any Bulletins prepared by the Design Professionals prior to their issuance, review Contractor proposals and submit recommendations thereon to the County and the Design Professional, assist in negotiating Modifications in accordance with the Contract Documents for authorization and execution by the County and the Design Professional.

14.6.11 Project Costs. The Construction Manager shall maintain Project cost accounting records on Work performed by Contractors under unit costs, actual costs for labor and materials, or other appropriate basis and afford the County access to these records at all times.

14.6.12 Contractor Payments. Based upon the Construction Manager's review of the applicable Work and evaluations of the applicable Contractor's Applications for Payment, the Construction Manager shall review and recommend for approval, modification or rejection the amounts shown on such Applications as being due to the applicable Contractor in accordance with the Contract Documents. Each Application for Payment shall be signed by the Construction Manager and delivered to the Design Professional and the County.

14.6.13 Partial Occupancy. The Construction Manager shall assist the County in determining dates of Partial Occupancy of the Work or portions thereof designated by the County and shall assist in obtaining any necessary temporary occupancy certificate or other certificate from any applicable government authority. The Construction Manager shall review any lists prepared by the Design Professional of incomplete or unsatisfactory Work and prepare schedules for the completion or correction of such Work.

14.6.14 Contract Closeout. Upon receipt of a Contractor's Punch List, the Construction Manager shall provide written notice to the County and the Design Professional that the Work is ready for Final Inspection, notify the Contractor of acceptance or rejection of the request for Final Inspection, conduct the Final Inspection with the assistance of the Design Professional, review an Architect's Punch List, if applicable, and prepare and process a Certificate of Contract Completion in accordance with the Contract Documents. Upon Contract Completion, the Construction Manager shall receive, review for conformity with the requirements of the Contract Documents and transmit to the County any affidavits and turn over to the County any keys, manuals and the originals of any guarantees, warranties, releases, bonds and waivers. The Construction Manager shall assist the County with the check out of utilities and of operations systems and equipment for readiness and shall assist the County in the initial start-up and testing of such equipment and systems, including coordinating the training of personnel in the operation and maintenance thereof. The Construction Manager shall schedule and interface with the

Commissioning Agent during appropriate stages of the Construction Work and upon Substantial Completion and Final Completion, the start-up, operation and implementation of all major systems and pieces of equipment.

14.6.15 One year Warranty Inspection. One month prior to the expiration of the one year [guarantee or warranty] provided by the Contractor, the Construction Manager shall schedule and conduct a walkthrough of the Project with the Design Professional, the Commissioning Agent and the County. The Construction Manager shall consult with the Design Professional and the County to address any issue identified in the walkthrough according to the procedures specified in the Contract Documents.

14.6.16 Contractor Claims. The Construction Manager shall review claims from Contractors for additional compensation or time extension in accordance with the provisions set forth in the Contract Documents, and shall deliver a written recommendation to the County about each claim and attend dispute resolution meetings convened by the County related to each claim.

14.6.17 Record Drawings. The Construction Manager shall review the As-Built Drawings provided by the Contractors and verify that the As-Built Drawings, to the best of the Construction Manager's knowledge based upon the Construction Manager's observations during the progress of the Project, detail the actual construction of the Project. The Construction Manager shall transmit the verified As-Built Drawings to the Design Professional for the preparation of Record Drawings.

14.6.18 Contractor Responsibilities. The Construction Manager shall not be responsible for and shall not have control or charge of construction means, methods, techniques, sequences, procedures or scheduling used by a Contractor to comply with the Contractor's obligations under its Contract for the Project or for safety precautions and programs in connection with the Work on the Project. The Construction Manager shall not be responsible for or have control or charge over the acts or omissions of Contractors or Subcontractors or any of their agents or employees, or any other persons performing any Work on the Project.

SEE 16.0 RFQ Schedule on Pages 16 and 17

16.0 RFQ Schedule

<u>Critical Dates</u>	<u>Event</u>
May 22, 2015	RFQ notifications and published announcement placed. Inquiry process begins.
May 22, 2015	Qualification instructions and related documents are posted on the Purchasing Department to allow for retrieval by additional interested parties.
June 10, 2015	Pre-Submittal Conference at 10:00 AM EST in the Franklin County Office Tower, 373 South High Street, Second Floor—Auditorium, Columbus, Ohio, 43215.
June 15, 2015	Question Submission Deadline. All questions must be received in writing on or before June 15, 2015 at 12:00 NOON and directed to Richard E. Myers PFM, Assistant Director, Property Management, available at- remyers@franklincountyohio.gov .
June 18, 2015	The Owner will respond to all questions and will post all responses to the Purchasing Department website available at— www.franklincountyohio.gov/commissioners/prch .
June 24, 2015	Complete submittals provided in response to the RFQ must be received no later than 2:00 PM EST in the Franklin County Purchasing Department, 373 South High Street, 25th Floor, Columbus, Ohio, 43215-6315, Attn: Ms. Sharon Tubbs, Senior Purchasing Coordinator, Construction.
July 20, 2015 Through July 23, 2015	Oral presentations before Evaluation Committee. (NOTE: Dates subject to change.)
July 30, 2015 through July 31, 2015	Additional oral presentations by finalists before Board of Commissioners (if requested). (NOTE: Dates subject to change.)
August 6, 2015	Evaluation Committee recommends to Owner that contract negotiations commence.
August 10, 2015 through August 21, 2015	Contract negotiations.
August 28, 2015	Contract terms and conditions finalized and submitted to the Clerk for the Board of Commissioners, Franklin County, Ohio.
September 3, 2015	Contract presented for consideration at Owner's Briefing Session.
September 8, 2015	Award of contract made at Owner's General Session.

Attendance by responding firms at the Pre-Submittal conference is strongly encouraged. At the Pre-Submittal Conference, the Owner and project representatives will discuss the scope of work, general requirements and respond to questions from the attendees. The Conference will be held June 10, 2015 at 10:00 AM EST in the Franklin County Office Tower, 373 South High Street, Second Floor—Auditorium, Columbus, Ohio, 43215.

16.0 Attachments

Attachment A: Site Description

Attachment B: Small and Emerging Business Information

Attachment C: Franklin County Travel Policy